



## REQUEST FROM CHILD CUSTODY EVALUATOR OR ADOPTION EVALUATOR FOR CASE RECORDS

**Purpose:** If you are a child custody evaluator or adoption evaluator, please use this form to request a copy of a closed investigation from Adult Protective Services (APS), Child Care Licensing (CCL), or Child Protective Services (CPS) in order to conduct a court-ordered child custody evaluation. If the investigation is still open, the assigned caseworker is responsible for providing any information you may need.

**Directions:** Submit the form electronically to [Records.Management@dfps.state.tx.us](mailto:Records.Management@dfps.state.tx.us) or print and mail it to the Department of Family & Protective Services, Attn: RMG (Y-937), PO Box 149030, Austin, TX 78714-9030. If you have questions about this form or other records-related matters, please send an email to [Records.Management@dfps.state.tx.us](mailto:Records.Management@dfps.state.tx.us) or call 512-929-6764.

### WHAT TYPE OF CASE RECORDS ARE YOU REQUESTING FROM DFPS?

<input type="checkbox"/> Adult Protective Services (APS)	<input type="checkbox"/> Child Care Licensing (CCL)	<input type="checkbox"/> Child Protective Services (CPS)
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### WHOSE RECORD DO YOU WANT

Name and Date of Birth:		DFPS Case and Number:	
Names of the primary children or adults involved in the case:	Dates of Birth:	Social Security Numbers:	

### WHO ARE YOU AND HOW CAN WE REACH YOU IF WE HAVE QUESTIONS?

First Name:	Last Name:	Badge #:	
Official Entity:			
Mailing Address (street or P.O. Box):	City:	State:	Zip Code:
Telephone Number (include area code):	Email Address:		

### HOW WOULD YOU LIKE THE CASE RECORDS DELIVERED?

<input type="checkbox"/> PDF files sent on CD via USPS to mailing address above
<input type="checkbox"/> PDF files sent as an encrypted attachment to email address above



#### WHEN DO YOU NEED THE RECORDS?

The standard procedure is to provide the electronically maintained case record within 30 business days. Is that sufficient time to receive the records? ☐ Yes ☐ No; If No, when are records needed?

#### CAN YOU AFFIRM THE FOLLOWING?

By submitting this form via email or other method, I affirm all of the above information is true and correct to the best of my knowledge and that I am asking DFPS to provide the request record for the purpose of completing a court-ordered child custody evaluation as outlined in the Texas Administrative Code and Texas Family Code.

#### PRIVACY STATEMENT

DFPS values your privacy. For more information, read our [Privacy and Security Policy](#).